



تمام TAMAM

School Academic and  
Administrative Affairs Portal

Registering a School and completing  
its profile using OSL-Coordinator role

A Practical Toolkit for School

هيئة الشارقة للتعليم الخاص  
IAH PRIVATE EDUCATION AUTHORITY

For more information,  
please visit our website:

<https://tam.spea.ae/>

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هيئة الشارقة للتعليم الخاص  
SHARJAH PRIVATE EDUCATION AUTHORITY

## 1. Introduction

Sharjah Private Education Authority (SPEA) was established in accordance with the Amiri decree (45) of 2018 by

**H.H Sheikh Dr. Sultan bin Mohammed Al Qasimi  
Member of the Supreme Council and Ruler of Sharjah**

SPEA is a local government entity mandated to regulate the private education institutions (Schools, Nurseries, Training Centers and Institutes)

### Goals:

- Organize private education in the emirate
- Raise the quality of private education through the application of best educational practices and distinguished services in the field of private education
- Attract investment in the private education sector

The Nurseries Staff Information System is the system for all nursery staff in Sharjah Private and is aligned with the licensing of Teachers and Educational Leaders project.

This document is to guide teachers in the process of creating and submitting a profile on the Nurseries Staff Information System.

## 2. General Information

هيئة الشارقة للتعليم الخاص  
SHARJAH PRIVATE EDUCATION AUTHORITY

- Attach/Upload clear documents to their designated locations.
- Submitted profiles cannot be edited. Ensure you review the staff profile before submitting it.
- Only sections/fields for which you have a “Request to update Profile” will be open for editing on a submitted profile.
- Only documents in Arabic or English will be accepted. Upload legal translations of documents not originally in Arabic or English.
- Means that the field is mandatory and must be filled.
- (!) Means that there is specific instructions/information for the field. Point your mouse on the symbol to display the information.

### 3. About the Feature:

Completing OSL (Online School Licensing) Profile is a feature that enables Schools' OSL coordinator to complete the school profile with all the required information and proceed further for getting a school license

Pre conditions: A schools account should be created/available in TAMAM and an OSL coordinator role should also be available/added. For adding the above information, please contact SPEA TAMAM team.

### 4. Complete OSL (Online School Licensing) Profile steps:

Go to <https://tam.spea.ae>

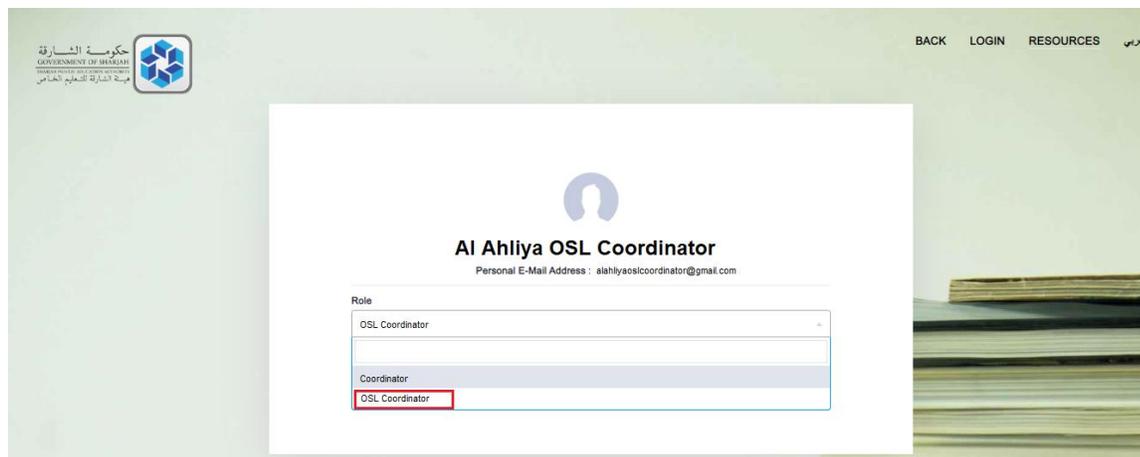
At the top right-hand corner, click **“Login”**



Please enter username and password of the user and click **Login**

Once logged in successfully then the system will direct you on to select the role of the user.

Select the role **“OSL Coordinator”** from the dropdown list as shown below:



The School profile page will open, which needs to be completed. To complete the profile to 100%, click on Edit button as shown in the below screen shot:

Previous Profile

OSL Building Request

AL AHLIAH PVT SCHOOLS LLC / AL AHLIAH PVT SCHOOLS LLC [Edit Profile](#)

**Basic Information**

School Name (In English) AL AHLIAH PVT SCHOOLS LLC

School Name (In Arabic)

School Number

School Opening Date

School Grades

Curriculum

SPEA License Number

SPEA License Issued Date

SPEA License Expiry Date

Regional Office

Location

Telephone No.

P.O. Box No.

Email Address

[Show Penalties](#)

**Profile Completion ( 20% )**

Following documents are missing

- School Clinic License Issued By HAAD
- School Nurse's License by HAAD or a Copy of Valid Contract between the School and a Private School
- Basic/Rental Agreement
- Civil Defense Certificate
- School Doctor's License by HAAD or a copy of valid contract between the doctor and private school

**Trade**

SPEA License Number:

SPEA License Issued Date:

SPEA License Expiry Date:

[EDD Professional License](#) [SPEA License](#)

OSL Coordinator should enter all the mandatory information in the **TRADE** page and click on **Next** button as shown below:

Trade Owner Staff Licensing & Contracts Fee Structure School Penalties License Fees payment

AL AHLIAH PVT. SCHOOLS LLC.

Curriculum: U.A.E  
License Number: A1234  
Average Tuition Fee (U.A.E): 0.00 AED  
Average uniform fee: 0.00 AED  
Email Address: alahliya-yb-psch@spea.shj.ae

School Grades: 8,7,5,5,4,3,2,1,KG2,KG1  
Expiry Date: 31/08/2019  
Average books fee (U.A.E): 0.00 AED  
No of students : Get Detail

Principal Name: -  
Average buses fee: 0.00 AED  
School Capacity: Get Detail

[View Correspondence](#)

**Trade** \* Indicates mandatory Field

**SPEA License**

SPEA License Number\*

SPEA License Issued Date\*

SPEA License Expiry Date\*

[EDD Professional License](#) [SPEA License](#)

EDD Professional License \*

SPEA License \*

A new page for entering the **Owner** information will open as shown below. Enter the required information and click on **Save** button

Trade Owner Staff Licensing & Contracts Fee Structure School Penalties

AL AHLIAH PVT SCHOOLS LLC

Curriculum: -  
License Number: 123 NA  
Average Tuition Fee (j): 0.00 AED  
Average uniform fee: 0.00 AED  
Email Address: -

School Grades: -  
Expiry Date: 30/12/2019  
Average books fee (j): 0.00 AED  
No of students : Get Detail

Principal Name: -  
Average buses fee: 0.00 AED  
School Capacity: Get Detail

View Correspondence

Owner \* Indicates mandatory Field

Individual  Organization

Organization Name(English)\* ABC  
Organization Name(Arabic)\* ABC

Save Cancel

A new page displaying the entered Owner information will open as shown below. **Review** the information and click on **Next** button

Trade Owner Staff Licensing & Contracts Fee Structure School Penalties

AL AHLIAH PVT SCHOOLS LLC

Curriculum: -  
License Number: 123 NA  
Average Tuition Fee (j): 0.00 AED  
Average uniform fee: 0.00 AED  
Email Address: -

School Grades: -  
Expiry Date: 30/12/2019  
Average books fee (j): 0.00 AED  
No of students : Get Detail

Principal Name: -  
Average buses fee: 0.00 AED  
School Capacity: Get Detail

View Correspondence

Owner

	Organization Name(English): ABC Testing Organization Name(Arabic): ABC Testing	Action ▾
	Organization Name(English): ABC Organization Name(Arabic): ABC	Action ▾

Add

Back Next

A new page for entering the **Staff** information will open as shown below. Enter the required information and click on **Next** button

A new page for uploading the **Licensing and Contracts** documents will open as shown below. Enter the required information and click on **Save** button. In this way there are multiple documents which are to be uploaded and saved.

A new page for uploading the **Student and Fee Structure** documents will open as shown below. Enter the required information and click on **Save** button as shown below.

A new page for displaying the **Student Penalties Details List** will open as shown below. Enter the required information and click on **Finish** button as shown below.

The system will lead you to the profile view page. This will give the user a status of his profile completion and displays all the missing information that needs to be uploaded or entered as shown below:

AL AHLIAH PVT SCHOOLS LLC / AL AHLIAH PVT SCHOOLS LLC [Edit Profile](#)

### Basic Information

School Name (in English) AL AHLIAH PVT SCHOOLS LLC  
 School Name (in Arabic) AL AHLIAH PVT SCHOOLS LLC  
 School Number 0  
 School Opening Date  
 School Grades  
 Curriculum  
 SPEA License Number 123  
 SPEA License Issued Date 03 Feb 2020  
 SPEA License Expiry Date 30 Dec 2019  
 Regional Office Sharjah Asian Private  
 Location

Telephone No.

P.O. Box No.

Email Address

[Show Penalties](#)

### Profile Completion (80%)

Following documents are missing

- Base/Rental Agreement
- Civil Defense Certificate
- School Doctor's License by HAAD or a copy of valid contract between the doctor and private school

### Trade

SPEA License Number: 123  
 SPEA License Issued Date: 03 Feb 2020  
 SPEA License Expiry Date: 30 Dec 2019

[EDD Professional License](#) [SPEA License](#)

OSL coordinator should again click on Edit button and complete all the missing information and click on Finish button (Follow the same workflow as described above).

After this step, user will again be redirected onto to the same profile view page and the profile completion status displays 100% as shown below.

حكومة الشارقة  
 GOVERNMENT OF SHARJAH  
 وزارة التربية والتعليم  
 Sharjah Education Department

test@test123.com test@test123.com - OSL Coordinator

[Previous Profile](#)  
 OSL Building Request

AL AHLIAH PVT SCHOOLS LLC / AL AHLIAH PVT SCHOOLS LLC [Edit Profile](#)

### Basic Information

School Name (in English) AL AHLIAH PVT SCHOOLS LLC  
 School Name (in Arabic) AL AHLIAH PVT SCHOOLS LLC  
 School Number 0  
 School Opening Date  
 School Grades  
 Curriculum  
 SPEA License Number 123  
 SPEA License Issued Date 03 Feb 2020  
 SPEA License Expiry Date 30 Dec 2019  
 Regional Office Sharjah Asian Private  
 Location

Telephone No.

P.O. Box No.

Email Address

### Profile Completion (100%)

### Trade

SPEA License Number: 123  
 SPEA License Issued Date: 03 Feb 2020  
 SPEA License Expiry Date: 30 Dec 2019

[EDD Professional License](#) [SPEA License](#)

### Owner

OSL coordinator or the School Admin can now proceed to the SPEA management office and pay the required amount and get their license issued.